

## **Chemistry Unit**

### **Procedures for the Procurement of External Products and Services**

#### **1 Purpose**

The Chemistry Unit (CU) uses a variety of externally provided products and services for casework applications. These procedures describe the steps for ensuring that only suitable external products and services are used for casework applications.

#### **2 Scope**

This document applies to CU personnel involved in the procurement of external products and services for use in CU casework.

#### **3 Procurement of External Products and Services**

Qualified technical staff will prepare the applicable form(s) for all external products and services to be acquired. All requests for external products and services will be approved by the UC prior to ordering. Chemicals (including reference materials) and consumables (where appropriate) are ordered through the CU Chemical Products database.

#### **4 Records**

The receipt of all external products and services will be recorded by the person receiving the order. If the items were received as ordered, the packaging records supplied with the order will be initialed and dated. Order discrepancies will be discussed with the supplier and the packaging records will not be initialed and dated until the discrepancies are satisfied. Purchasing records will be retained electronically in the Enterprise Process Automation System (EPAS). Additional information about received chemicals and consumables may be recorded in the CU Chemical Products database.

#### **5 Storage of Supplies**

Supplies will be stored in appropriate storage locations. Specialized storage conditions, as defined by the manufacturer of the item, will be met.

## **6 Evaluation of External Suppliers of Products and Services that Affect CU Activities**

A new external supplier of products and services that affect CU activities will be evaluated upon first use. The *Chemistry Unit Critical Supplier Assessment Form* (Appendix A) will be used to record the evaluation. The completed forms will be maintained within the CU.

A list of approved external suppliers of products and services that affect CU activities is maintained in the CU. If an external supplier, whether new or already approved, consistently fails to meet the requirements of the CU, a new external supplier will be identified and evaluated. An external supplier that demonstrates a history of unacceptable performance will be removed from the approved external suppliers list.

Rev. #	Issue Date:	History:
4	02/09/18	Revised section 2 to include personnel. Changed “reviewed by” to “approved by” in section 3 and removed “or designee” from “Unit Chief or designee”. Changed title of section 4 and added used of EPAS for record storage; replaced “document” with “record” (or similar) throughout. Updated storage location of approved suppliers in section 6.
5	07/15/20	Revised title. Minor edits made throughout for clarity and to modify to ‘external products and services’ terminology. Removed specific form from section 3 and added “CU Chemical Products database” in lieu of providing forms to CIM. Added “CU Chemical Products database” to section 4. ‘Critical’ changed to ‘that affect CU activities’ in section 6 for consistency with ISO/IEC 17025:2017(E) terminology (form name will remain <i>Critical Supplier Assessment Form</i> ).

**Approval**

Redacted - Signatures on File

Fire Debris Technical  
Leader:

Date: 07/14/2020

General Chemistry  
Technical Leader:

Date: 07/14/2020

Metallurgy  
Technical Leader:

Date: 07/14/2020

Paints and Polymers  
Technical Leader:

Date: 07/14/2020

Toxicology  
Technical Leader:

Date: 07/14/2020

Chemistry Unit Chief:

Date: 07/14/2020

**QA Approval**

Quality Manager:

Date: 07/14/2020

**Appendix A: *CU Critical Supplier Assessment Form***

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